



HEADQUARTERS
CIVIL AIR PATROL NEVADA WING
UNITED STATES AIR FORCE AUXILIARY
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24 July 2008

MEMORANDUM FOR COMMANDERS AND WING STAFF

From: NV/CC

Subject: Reimbursement for Mission Costs

1. Commanders are responsible for distributing this information to their members.
2. The WMU and IMU provide the mechanism for submitting mission costs (personal or wing credit card) related to aircraft and vehicles actually used on mission sorties. However, there may be other expenses such as fuel for traveling to and from the mission, communications costs, etc. This memo outlines the process for recording these costs.
3. The following process is the ONLY authorized means for obtaining reimbursement for such costs.
4. This process does NOT apply to use of a vehicle released on a CAPF 109 for actual use during a mission.
5. This same process applies if the expense is on a Wing credit card – just choose the option to reimburse to Wing instead of reimburse to member.
6. To obtain reimbursement for fuel used in traveling to and from a mission base, both the individual and the vehicle must be checked into the mission in the IMU on the day of the mission. Vehicles not checked in are not eligible for reimbursement.
7. Receipts must be submitted within 24 hours after the participation date to the individual responsible for collecting receipts. Check with the mission base staff to be certain you know where to submit the receipt. The receipt must be clearly marked with your name, the mission number, the vehicle license (if for fuel) and the date of use.
8. The individual claiming reimbursement must personally log into the WMU to claim reimbursement. Reimbursement cannot be entered by anyone other than the claimant.

9. Go to the Member section of the WMU and choose CAPF 108.
10. Double check your mailing and phone information, then click the box for "The information shown above is correct."
11. Select the mission number from the drop-down box. If the mission number does not appear, you did not check in and are not eligible for reimbursement.
12. Check the boxes which describe the expenses for which you are claiming reimbursement. Do NOT check the box for CAPF 109 expenses – NVWG does not use this process for those expenses.
13. Click "Continue to Data Input" form.
14. For vehicle reimbursement select the purchase date and license number from the drop-down box. If the proper date and license number do not appear, you are not eligible for reimbursement.
15. Fill in ALL boxes. No box may be left blank.
16. Click "Add to CAPF 108."
17. Continue entering additional items as necessary.
18. When finished, look for the button "Finished, Generate CAPF 108 Form."
19. You may print the form for your own reference, but you do NOT need to submit the form. It will come to Wing HQ electronically. Do not worry about a signature or the mission dates – this form is just for the Wing Administrator who will get an automatic email copy.
20. Personal expenses will be reimbursed as soon as Wing receives payment.
21. Mission expenses charged to a wing credit card MUST be entered so that we get reimbursed by NHQ. Expenses not submitted in accordance with this process will become the member's responsibility.

RALPH L. MILLER, COL, CAP



NV/CC